

## **HEALTH AND SAFETY POLICY STATEMENT**

### **SECTION 1: General Statement of Policy**

#### **Company Policy**

It is the policy of the Company to provide and maintain safe and health working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Company may require you to attend such training and/or induction programmes in order to meet the aims of the Company.

The Company accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

#### **Company's responsibility**

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

#### **Your responsibility**

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;

- All such incidents must be recorded and copied to the Health and Safety Officer using the internal report form. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

#### Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.

#### Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

#### Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

## **SECTION 2: Responsibilities**

Ultimate responsibility for health and safety rests at director level, with delegation of duty to managerial employees. Those named must be fully aware of their duties, details of which should be included in their job description.

**1. Overall and final responsibility within the organisation rests with**

Wesley Seare

Director

Main Office

**2. Person responsible for execution of the policy**

Samuel Seare

Compliance Manager

Main Office

**3. Person who will deputise**

Wesley Seare

Director

Main Office

**4. Employees must rectify risks to health and safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.**

**5. Person responsible for safety training**

Samuel Seare

Compliance Manager

Main Office

**6. Person responsible for investigating accidents and dangerous occurrences**

Samuel Seare

Compliance Manager

Main Office

### **SECTION 3: Medical Facilities**

First Aid requirements must be met every working hour of the day for all employees whether working at the designated establishment or away. Employees must be made aware of the provision, and records must be kept of treatment administered.

**1. First-Aiders**

Samuel Seare

**2. First Aid Box/First Aid Room is located at:**

Main Office - Shelving next to coat rack

**3. The Accident Book is located at:**

Main Office - Shelving containing folders near rear shutter

## **SECTION 4: Emergency Services**

**1      Nearest Hospital with a Casualty  
Department**

Great Western Hospital  
Marlborough Road  
Swindon, SN3 6BB  
01793604020

**2      Police Station**

Shrivenham Road  
Swindon, SN3 4RB  
08454087000

**3      Fire Station**

Drove Road  
Swindon, SN1 3AD  
01722691000

## **SECTION 5: Fire Safety**

It is essential that adequate equipment and staff training is provided on this subject. Guidance can be obtained from your local fire service or reference to the Fire Certificate (if appropriate).

### **1. Facilities**

Number/Location of Fire Alarms: 1 - Reception area

### **2. Emergency Exits**

Number/Locations of Fire Exits: 1 - Reception Area 2 - Rear door shutter

Number/Locations of Fire Extinguishers: 2 In Main Office

Inspected By: Prestige Fire Protection Ltd - 01793701472

### **3. Fire Warden**

Samuel Seare

Compliance Manager

Main Office

### **4. Fire Drills**

Take Place Quaterly

Responsibility of Samuel Seare - Compliance Manager

### **5. Fire Evacuation Procedure**

In the event of a fire alarm, all members of staff are to evacuate the building immediately at the nearest exit and go to the evacuation point (front of building car park)

Fire Warden will ensure all staff and visitors have evacuated safely - ensuring the visitor book is collected (if possible) upon exiting the building

## **Section 6 - Electrical Equipment**

Simple common sense rules will reduce the risk of injury or death from electrical shock. All electrical equipment should be treated with respect and checked regularly.

### **Responsibility for Inspecting Electrical Equipment**

Paul Daultry - Daultry Electrical Ltd - 07769691255

### **Frequency of Inspections**

Fixed equipment: Annually

Portable equipment: Annually

### **Inspection Procedure for Electrical Equipment**

All Electrical equipment is tested annually by the Policy and Procedures set out by the testing company. These procedures are available from the testing company.

### **General rules governing the safe use of portable equipment**

## **Section 7 - Noise**

Excessive noise impairs hearing and can cause other health problems such as excessive heart rate

Person Responsible for assessing noise levels - Samuel Seare - Compliance Manager

## **Section 8 - Dangerous Substances**

Hazards may be biological, chemical or physical and include fire or explosion

Substance: Cleaning products

Location: Kitchen Cupboard

Substance: Printer Ink

Location: Main office Printer cupboard

Responsibility of: Samuel Seare - Compliance Manager

## HEALTH AND SAFETY GUIDANCE

### **General Information**

#### Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

#### Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

#### Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

#### Protective Clothing & Equipment

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

#### Accidents

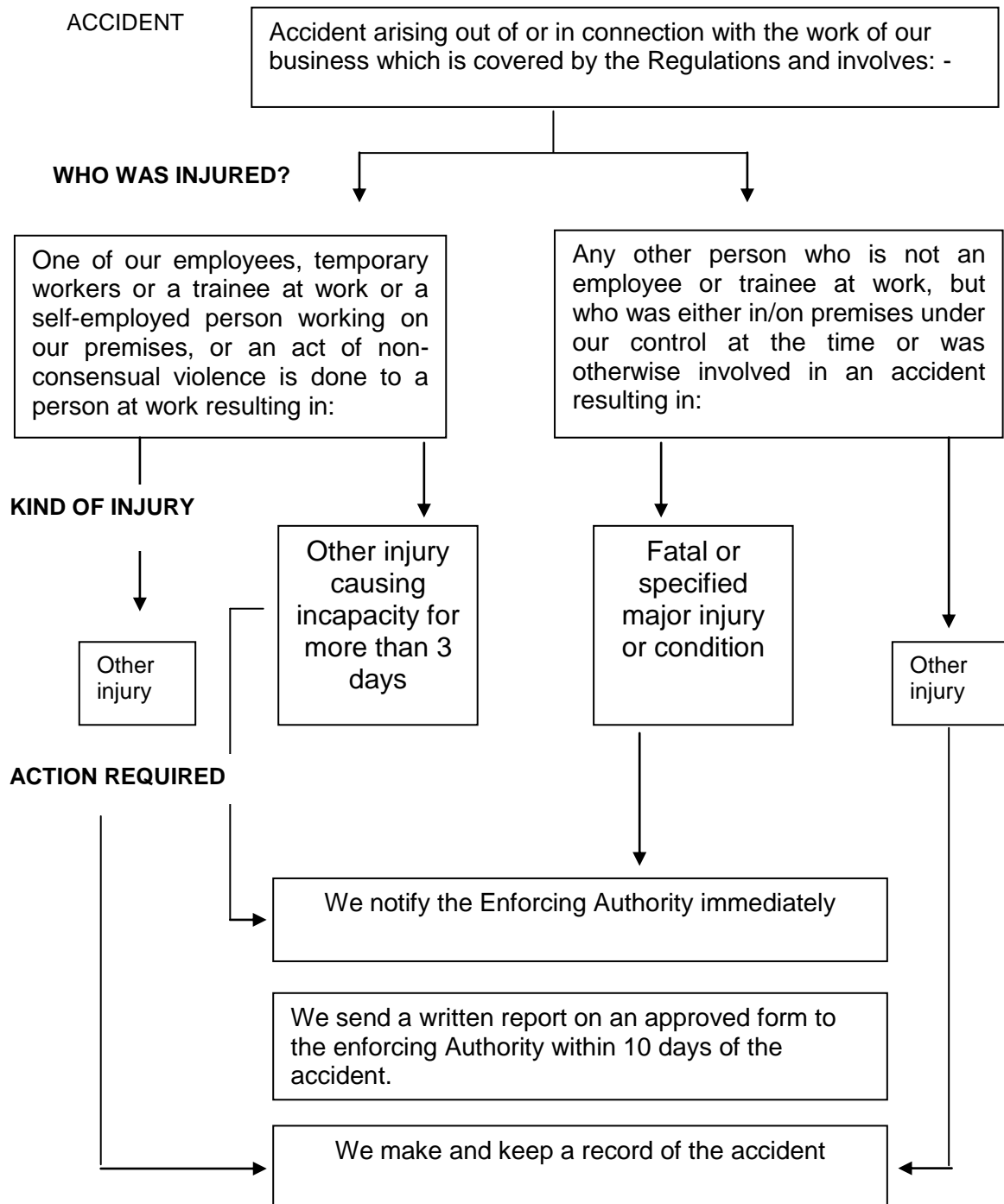
- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property.

#### Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.



## Accident Reporting



ACCIDENTS INVOLVING PEOPLE NOT AT WORK (E.G. THE PUBLIC) ARE REPORTABLE IF THEY ARE TAKEN TO HOSPITAL FOR TREATMENT FOR A WORK-RELATED INJURY.

## **First Aid**

**First Aider: Samuel Seare - Main Office - Compliance Manager**

**First Aid Box Location - Main Office - Shelving near coat rack**

## **Induction Information**

In The Event of a fire - evacuate the building and go to the assembly point - front of the building car park

Fire Warden and First Aider - Samuel Seare - Main Office

If you need to contact the emergency services - dial 999

Our Address: Norcote Barn, Off Burford Road, Cirencester, GL7 5RJ

Telephone Number: 01793976226

All Accidents must be reported to Samuel Seare - Compliance Manager

Smoking is only permitted outside of the building

## **Reporting and Login of Incidents**

- All Incidents or dangerous occurrences must be reported immediately to Sam Seare (Compliance Manager)
- Compliance Manager will fill out an Accident report as soon as possible – all reports to be stored in office filing cabinet. In addition all accidents will be logged in a spreadsheet by the compliance manager for any future reference
- All incidents or dangerous occurrences will be reported within 10 days of the incident to the Health and Safety executive under the guidance of RIDDOR using the following links. If the incident is fatal then the report should be made by telephone on 0345 300 9923

### **Reporting an injury**

<https://notifications.hse.gov.uk/riddorforms/Injury>

### **Reporting a dangerous occurrence**

<https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

### **Reporting a disease**

<https://notifications.hse.gov.uk/riddorforms/Disease>

### **Reporting a flammable gas incident**

<https://notifications.hse.gov.uk/riddorforms/FlammableGasIncident>

### **Reporting a dangerous gas fitting**

<https://notifications.hse.gov.uk/riddorforms/DangerousGasFitting>